




JOB DESCRIPTION

POSITION TITLE	Senior Budget Analyst & Financial Systems Administrator	DEPARTMENT	Finance
JOB CODE	2750	REPORTS TO	Operations Director
SALARY GRADE	65	FLSA STATUS	Exempt, Salary
REVISION DATE	5/4/2021	APPROVED BY	

THE WACOG DIFFERENCE

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional, supportive environment where each employee can achieve their career goals. We encourage our workforce to focus on their strengths and abilities and to use those qualities to reach their full potential.

The WACOG Finance Department provides overall support and/or guidance to all WACOG programs and initiatives within a team-oriented environment. We are dedicated to keeping WACOG functioning smoothly and effectively, and we continuously strive to provide resources that enhance the programs' successes and long-term viability within La Paz, Mohave, and Yuma Counties.

SUMMARY STATEMENT

Under general direction, The Financial Systems Administrator will perform and provide leadership in the design, building, testing, deployment, and refining of financial related systems, processes, data, and integrations. Under general supervision, the Senior Budget Analyst will perform and provide leadership to obtain timely and accurate reporting, analysis, budgeting, planning, account management and reconciliation, and compliance of assigned areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- 1) Responsible for focusing on the fiscal effectiveness of the business, maintaining accurate and timely financial reporting, ensuring acceptable levels on internal control, ensuring compliance with all federal, state, and local regulations, and safeguarding program assets.
- 2) Analyze program expenditures and budgets throughout the fiscal cycle and provide monthly expenditure reports to Executive, Program, and Operations Directors.
- 3) Interpret budgetary guidance to ensure accurate implementation and communicate information to program personnel.
- 4) Ensure organizational financial practices are compliant with financial management rules and regulations.
- 5) Assist in/ensure the compilation and preparation of the annual budget, forecasts, taxes and other financial reports to provide support thus ensuring accurate, timely information is available for senior management.
- 6) Ensure the analysis and reconciliation of general ledger accounts and bank statements to make certain financial information is available and accurate.
- 7) Manage the preparation of financial statements and reports to ensure accurate, timely information is available for program and executive management.
- 8) Conduct weekly/monthly/annual financial assessments and generate reports to be submitted to senior management.
- 9) Work with program staff to ensure budgets are developed and used to monitor institutional spending.
- 10) Train, monitor and coordinate the implementation and maintenance of financial and cash controls and information flow throughout the other departments in the organization to ensure compliance, accurate records and minimize liabilities, losses and expenses.
- 11) Ensure compliance with all federal, state, and local regulations.
- 12) Interpret financial regulations and communicate information and/or training to program personnel.
- 13) Draft and formulate budgets, task plans, and budget execution plans.
- 14) Ensure the preparation of special reports required by governmental regulating agencies.
- 15) Implement financial policies and procedures in accordance with the organizations' plans and requirements.
- 16) Actively work with program staff to provide fiscal support (e.g. budget development, budget narratives) in response to program improvement, expansion/duration, and continuation solicitations.

- 17) Work collaboratively with the other leaders within the Fiscal Department, IT staff, management, and third-party experts to optimize systems/tools utilized.
- 18) Work closely with the Operations Director and IT staff so position acts as the subject matter expert (SME) for WACOG's Financial Systems Environment (FSE) (e.g. MIP, Microix, PowerPlan).
- 19) Assist the Finance team with enhancing usage of FSE software tools and aid in developing and improving financial business processes and internal procedures.
- 20) As SME, effectively troubleshoot systems issues/problems; manage and develop reports; establish and implement enhancements within the system; interface with MIP directly and outside systems consultant(s); develop and facilitate FSE training plans for a variety of employees with differing levels of understanding.
- 21) Lead in implementing a multi-year FSE improvement strategy targeted at: enhancing overall financial systems in a manner that improves the efficacy of the organization's financial management capabilities, maturing the overall financial systems environment, and strengthening accountability and financial stewardship.
- 22) Supervise and train assigned staff to ensure daily activities meet long-term goals as well as mentor program, fiscal, and administrative staff on financial systems.
- 23) Develop creative solutions to challenging business issues
- 24) Ensure project goals are accomplished within the prescribed time frame and funding parameters
- 25) Act as fiscal liaison and representative for designated program(s).
Complete and submit accurate, timely financial program and Board reports.
- 26) Ensure accuracy of assigned financial duties and manage Excel accounting workbooks, when necessary
- 27) Perform period-end accounting duties.
- 28) Participate in separation of duties to ensure compliance and best practices (e.g. bank reconciliations, due to/from reports, positive pay).
- 29) Attend meetings as needed.
- 30) Travel within WACOG service area, including overnight stays as needed; additional travel may be required.
- 32) Maintain reliable and predictable attendance; work outside of standard business hours as needed.
- 33) Utilize tact and discretion to maintain confidentiality of information and a positive image of WACOG.
- 34) Other duties as assigned or required of the position.

KNOWLEDGE/SKILLS/ABILITIES (KSAs) The individual who holds this position must be able to perform the essential duties and responsibilities satisfactorily. The KSAs listed below are representative of the knowledge, skills, and/or abilities needed for satisfactory performance.

- Strong numerical and analytical skills with an understanding of complex financial documents
- Complex understanding of financial systems and their impact on organizational and fund management
- Strong verbal and written organizational and communication skills, including excellent customer service and willingness to train, lead, and mentor.
- Effective leadership, mentoring and training skills.
- Working knowledge of the varying requirements associated with federal, state, and local funding
- Ability to analyze activities or information involving some original data manipulation or interpretation to arrive a logical conclusion.
- Requires advanced knowledge of the accounting, finance and non-profit/government programs.
- Must have an extensive, working knowledge of all the functions performed by the subordinate reporting directly or indirectly to the Operations Director and Executive Director.
- Able to process a variety of information, evaluate costs and benefits, and solve intricate problems
- Strong leadership, finance, and interpersonal skills.
- Excellent communication skills are essential in order to explain and justify complex financial transactions as well as provide clear, defensible analyses and recommendations in discussions and meetings
- Detailed oriented, organized, and have strong skills in math, communication and analysis.
- Ability to make decisions guided by established policies and procedures.
- In preparing and analyzing reports such as balance sheets and income statements, financial managers must be precise and attentive to their work in order to avoid errors.
- Must be able to work independently with little supervision and juggle many tasks on a daily basis, requiring good time management and organization.
- Excellent and demonstrated ability to research, interpret data, grant terms and conditions, grant rules, laws, and regulations
- Math and writing skills to assess and present technical information that is understandable to the intended audience

- Working understanding of General Acceptable Accounting Principles (GAAP) and 2 CFR Part 200 – Uniform administrative requirements, cost principles, and audit requirements for federal awards
- Able to utilize a variety of office automation software (e.g. word processing, presentation, spreadsheet, graphics, databases) to support financial management initiatives
- Ability to work with program directors and coordinators to develop organization budgets
- Proven aptitude to utilize financial systems to verify and reconcile fiscal business
- Excellent ability to exercise self-motivation and facilitate collaborative working partnerships
- Demonstrated ability to work under pressure to meet deadlines
- Ability to acquire and apply a knowledge of the principles, policies and operating details of the accounting system and knowledge of accounting procedures and general accounting office operation
- Skilled user of financial management system software, spreadsheets, and databases
- Able to enter (post) financial transactions into the appropriate computer software
- Ability to compute large and complex amounts of information with a high degree of accuracy
- Ability to work collectively within a diverse environment and maintain priorities and deliverables in a timely manner

REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting or Finance, or other related Bachelor's degree with five years of experience in fund accounting, and

Accounting experience, covering Accounts Payable, Accounts Receivable, Billing, Project Accounting, General Ledger, Month-end/Year-end closings, and Planning and Forecasting, and

Experience in complex financial system environments, and

Strong proficiency with Microsoft Office products Word and Excel

PREFERRED EDUCATION AND EXPERIENCE

Master's Degree in Accounting, Finance, or Business

Proven experience and knowledge of GAAP and 2 CFR Part 200.

OTHER REQUIREMENTS

Minimum 21 years of age

Valid Arizona Driver License, MVR Report of Acceptable Driving Record, and proof of Vehicle Liability Insurance

Current Health Physical and TB Clearance-If incumbent paid primarily (≥50%) out of Head Start dept funds

Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit/Central Registry Background Check

Comfortable working in a fast-paced, high-energy environment

(Ability to secure and maintain a driver's license valid in the state of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.)

WORK ENVIRONMENT

Work is typically performed in a standard office environment and is not substantially exposed to adverse environmental conditions.

-Required to make occasional trips off-site by motor vehicle within the WACOG service area.

-May work with the public in home, office, or center environments that may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

PHYSICAL DEMANDS

The duties of this position require frequent sitting, standing, bending, reaching and occasionally driving a motor vehicle for extended periods of time. May require lifting or moving objects up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment. Requires normal range of hearing. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

DISCLOSURES AND ACKNOWLEDGEMENTS

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WACOG provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetics. In addition to federal law requirements, WACOG complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, appointment transition including promotion, training, termination, layoff, reinstatement, leaves of absence, compensation, and benefits.

WACOG expressly prohibits any form of workplace harassment based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetics, or veteran status. Improper interference with the ability of WACOG's employees to perform their job duties may result in discipline up to and including discharge.

I acknowledge that I have read and understand my assigned job description, and I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodation. I understand that the job description does not constitute an employment agreement and is subject to change at any time by the employer. I also understand that employment with WACOG is terminable at will, either by me or by WACOG, and, all positions at WACOG are grant funded and subject to termination if funding is withdrawn or decreased.

Signature: _____ Date: _____

Employee Printed Name: _____